

**GOVERNMENT OF ANDHRA PRADESH  
A B S T R A C T**

Public Services – PR&RD Department – Transfers and postings of employees in Panchayat Raj Department – Lifting of ban on transfers, as a special case – Orders – Issued.

**PANCHAYAT RAJ & RURAL DEVELOPMENT (Estt.VII) DEPARTMENT**

**G.O.Rt.No. 1279**

**Dated: 9<sup>th</sup> August, 2011.  
Read the following:-**

1. G.O.Ms.No.93, Finance (DCM-III) Department, Dated:- 14-05-2011.
2. G.O.Ms.No.123, Finance (DCM-III) Department, dated: 18-06-2011.
3. From the Commissioner of Panchayat Raj & Rural Employment, Hyd., D.O.Lr.No.5159/CPR&RE/E1.2011, Dated:- 11-05-2011.

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**O R D E R:-**

In the reference 1<sup>st</sup> read above, read with reference 2<sup>nd</sup> read above, orders were issued relaxing ban on transfer of the employees for the period from 16<sup>th</sup> May, 2011 to 22<sup>nd</sup> June, 2011.

2. In the reference 3<sup>rd</sup> read above, the Commissioner, Panchayat Raj & Rural Employment, Hyderabad, has requested that in view of the ensuing elections to the Panchayat Raj Institutions and as the process of electoral roll marking is in progress, to consider to ban all transfers at all levels in Panchayat Raj Department, till the completion of elections. Accordingly, transfers were not made in Panchayat Raj Department.
3. Since the elections have been stayed by the orders, dt.16-6-2011 of the Hon'ble High Court in WP No.15650/2011, Government hereby accord permission for transfers in Panchayat Raj Department, (excluding Panchayat Raj Engineering Wing) as a special case by lifting ban for a period of (15) days from the date of issuance of these orders. The guidelines issued in the G.O. 1<sup>st</sup> read above and also the guidelines enclosed to these orders shall be scrupulously followed for effecting transfers.
4. This order issues with the concurrence of Finance(DCM-III) Department vide their U.O.No.4770/683/DCM-III/2011, Dt.11-07-2011.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Dr. RAJIV SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner, Panchayat Raj & Rural Employment, Hyderabad (w.e)

**Copy to:**

All District Collectors in the State  
All DPOs/CEOs in the State  
All Administrative Sections in PR&RD Dept.,  
The P.S. to Hon'ble M(PR&RWS)  
The P.S., to Spl. Secy., to Hon'ble C.M  
The P.S. to Prl.Secy. (PR)  
The Finance, (DCM-III) Department  
SF/SC.

**//FORWARDED BY ORDER//**

**SECTION OFFICER**

## **GUIDELINES FOR GENERAL TRANSFERS**

<b>1</b>	<b>General provisions for transfers</b>	<p>1. Commissioner, PR&amp;RE has the right to transfer any person within the local area of the person at any point of time on administrative grounds, administrative exigencies or other wise.</p> <p>2. No person can request transfer from one place to another place or from one post to another post as a matter of right.</p> <p>3. No person will be eligible for making request for transfer if he has not completed 2 years as on the date of counseling in the office he is working presently.</p> <p>4. Subject to above primary conditions, the following guidelines are issued for general transfer of staff:</p> <ul style="list-style-type: none"> <li>(i) The staff who is going to retire within two years as on the date of counseling will not be transferred.</li> <li>(ii) The persons facing ACB enquiries/disciplinary cases and working presently in focal posts shall not be continued in focal post and such persons will be transferred to non-focal post.</li> </ul> <p><i>Note:</i> "Facing ACB enquiries/disciplinary case" means where Show cause notice issued or Formal Articles of Charge issued or FIR filed in criminal case or facing ACB/Vigilance enquiry at any stage.</p> <p style="text-align: center;">Service in all posts in an office will be counted while calculating period of service in the particular station.</p> <p>5. The transfer guidelines stand relaxed with regard to persons working in specialized</p>
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		<p>posts like computerization to ensure availability of skilled staff, notwithstanding that the tenure put in has crossed the cut off service period.</p> <p>6. In case of conflict between general guidelines and specific guidelines for a particular post or a category, the specific guidelines shall prevail.</p>
2	<b>Specific guidelines for certain posts</b>	<p><b>(1) Class IV Employees and Record Assistants:</b></p> <p>Transfers can be made on request of an employee if there is clear vacancy or on mutual requests. In no case an employee shall be transferred to adjust request from other employee.</p> <p><b>(2) Drivers:</b></p> <p>Transfers can be made on request of an employee if there is clear vacancy or on mutual requests. In no case an employee shall be transferred to adjust request from other employee.</p> <p><b>(3) Ministerial Staff: Junior Assts/Jr.Stenos/ Typists.</b></p> <ul style="list-style-type: none"> <li>a). No staff who has not completed TWO years of service in all posts in same office as on the date of counseling shall be transferred.</li> <li>b). However who have completed FIVE years of service in all posts in a office as on the date of counseling shall be transferred.</li> <li>c). District is the unit for effecting transfer.</li> </ul> <p><b>(4) Senior Assts./Sr.Stenos:</b></p> <ul style="list-style-type: none"> <li>a). No staff who has not completed TWO years of service in all posts in a Office as</li> </ul>

	<p>on the date of counseling shall be transferred.</p> <p>b). However who have completed FIVE years of service in all posts in a Office as on the date of counseling shall be transferred.</p> <p>c). District is the unit for effecting transfer.</p> <p><b>(5) Superintendents,</b></p> <p>a). No staff who have not completed TWO years of service in all posts in a Office as on the date of counseling shall be transferred.</p> <p>b). Staff who have completed FIVE years of service in all posts in a Office as on the date of counseling shall be transferred.</p> <p>c). District is the unit for effecting transfers.</p> <p><b>(6) EO(PR&amp;RD), DIPOs, Administrative Officers, &amp; MPDOs</b></p> <p>EO(PR&amp;D) DIPOs, Administrative Officers are Zonal Posts :</p> <p>The post of MPDO is multi Zonal post</p> <p>The district committee is competent for transfers on counseling system with in the district.</p> <p>For inter District and with in the Zone transfers for EO(PR&amp;RD), DIPOs, Administrative Officers the Commissioner PR&amp;RE is competent authority.</p> <p>For the MPDOs transfer to other districts with in multi zone Commissioner, PR&amp;RE is the competent authority.</p> <p>a). No officer who have not completed TWO years of service in all posts in a Office as on the date of counseling shall be transferred.</p>
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		<p>b). Officers who have completed FIVE years of service in all posts in a Office as on the date of counseling shall be transferred.</p> <p>c). Zone is the unit for effecting transfers.</p> <p>d). Transfers shall not be considered for posting to their native Revenue Division.</p>
		<p><b>(7) Panchayat Secretaries:</b></p> <p>The District committee is competent to effect transfers with in the district. Out side of the district and with in the zone Commissioner, PR&amp;RE is competent.</p> <p>While making transfers of former Executive Officer, Gr-I &amp; II they shall be posted to erstwhile notified GP's only. For the rest of the categories since the district is the unit the transfers can be done by the district level committee.</p>
		<p><b>(8) Office Bears of Recognized Unions:</b></p> <p>As per government guidelines issued from time to time from the General Administration Department.</p>
3	<b>Schedule of transfers</b>	<p>(1) The Government in PR&amp;RD(PR) Department/ Commissioner, PR&amp;RE shall draw schedule and communicate separately the same to the competent authorities for effecting transfers.</p>
4	<b>Committee for effecting Transfers</b>	<p>(1) At District level: District Collector, CEO of Zilla Praja Parishad and the DPO</p> <p>(2) AT HoD level: Commissioner, PR &amp;RE, Addl. Commissioner and the concerned Deputy Commissioner.</p> <p>(3) The Chief Executive Officer, is convener of the committee for transfers in ZP wing</p> <p>(4) The District Panchayat Officer is</p>

		convener of the committee for transfers of the employees of Panchayat wing.
<b>5</b>	<b>Criteria for transfers</b>	<p>(a) Transfers will be affected as per counseling process. If any person fails to apply within time frame and attend counseling, or persons who have completed maximum service period permissible but did not apply for transfer, such persons will be allocated to the left over vacancies in the counseling and no further correspondence will be entertained in this regard.</p> <p>(b) Once transfer orders are issued by the competent authority, review of orders shall not be considered. The person must join in the place of posting as per transfer order. Disobeying of posting orders will make the individual liable for disciplinary action. In no case request for treating waiting period as duty shall be entertained.</p> <p>Raising if any extraneous / political pressures are brought by any of the employee to effect transfers disciplinary action will be initiated as per the CCA rules.</p>
<b>6</b>	<b>Eligibility to apply for transfer</b>	Only those persons will be eligible for submitting request for transfer who have completed Two years of service as on the date of counseling in the same place, all posts put together.
<b>7</b>	<b>Place of postings</b>	In no case person on transfer shall be posted to same Office where he was working prior to transfer.
<b>8</b>	<b>Entitlement of points</b>	<p>The points as follows shall be awarded to the person who apply for transfers:</p> <p>(1) Service in the present office located in the</p>

	<p>following areas as on the date of counseling of the year:-</p> <p>(i) For service in Category III areas: Three (3) points per completed year of service as on the date of counseling.</p> <p>(ii) For service in the category II areas: Two (2) points per completed year of service as on the date of counseling</p> <p><b>subject to a maximum of 6 points.</b></p> <p>(iii) For service in the category I areas: One (1) point per completed year of service as on the date of counseling <b>subject to maximum of 2 points.</b></p> <p>(2) Service in the category –IV Area:</p> <p>Four (4) Additional points per year of completed service in one office as on the date of counseling.</p> <p><b>(3) For entire Service:</b></p> <p>0.20 points for every completed year of service in all categories as on the date of counseling.</p> <p><b>Note:- The Habitations/ Towns shall be classified in to the following categories namely:-</b></p> <p>(a) Category – I: All Habitations / Towns where 30% and above HRA is admissible.</p> <p>(b) Category – II: All Habitations / Towns where 20% and above HRA is admissible.</p> <p>(c) Category –III: All Habitations / Towns where 12.5% and above HRA is admissible.</p> <p>(d) Category IV : Scheduled Areas.</p> <p><b>(4) Points for achieving revenue for Panchayat Secretaries/Bill Collectors/JABCs/JAs:</b></p>
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		<p>(a) More than 95% of Target - 10 Points</p> <p>(b) 85% to 95% of Target - 5 points</p> <p>(c) 75% to 85% to Target - 2 points</p> <p>(d) Below 75% of Target - 0 Points</p> <p>Note : It will be applicable to Panchayat wing staff only.</p>
<b>9</b>	<b>Special Categories</b>	<p>(i) Five (5) points for persons, who are retiring within 2 years as on the date of counseling.</p> <p>(ii) Five (5) points for un-married girls as on the date of counseling.</p> <p>(iii) Five (5) points for the persons, whose spouses are working in the State Government or Central Government or their Public Sector under takings or Local Body in the same District as on the date of counseling. This benefit is available only once in 10 years.</p> <p>Note: This is applicable only respect of one of the spouses.</p> <p>Note : A copy of certificate issued by the competent authority shall be enclosed to the check list to consider their cases under special category (iii).</p>
<b>10</b>	<b>Preferential Categories</b>	<p>(a) Persons with disability (Physical or Hearing or Visual ) of more than 75% (At the time of filling application.)</p> <p>(b) Widows</p> <p>(c) Legally separated women (At the time of filling of application)</p> <p>(d) The persons who are suffering at the time of filling application with the following</p>

	<p>diseases, certified by specialized Institutions for the concerned diseases:</p> <ul style="list-style-type: none"> <li>(a) Cancer.</li> <li>(b) Heart Operation</li> <li>(c) Neuro surgeries only for Brain and spinal</li> <li>(d) Bone T.B</li> <li>(e) Kidney Transplantation.</li> </ul> <p>(e) Applicants with dependent children who are mentally retarded at the time of filling application and are under treatment.</p> <p>(f) Applicants with dependent children suffering Juvenile Diabetes at the time of filling application and children suffering with Holes in the Heart by birth and are under medical treatment which is available only at specified places to which they are seeking transfers.</p> <p><b>Note 1:</b> - For this Purpose the candidates should bring health file and history of the cure along with medical certificate issued by the competent authority a copy of the certificate issued by a competent authority i.e., District Medical Board / State Medical Board should be enclosed to the checklist for consideration of preferential categories.</p> <p><b>Note 2:</b> - The benefit of preference shall be given once in 10 years to the above categories.</p>
<b>11</b>	<p><b>Applications</b></p> <p>(i) The persons who are eligible as per these guidelines and desire transfer shall apply in the prescribed format.</p> <p><b>Note 1:</b> If any person who has submitted application but did not attend counseling or the person who has completed maximum service permissible in a office but did not submit application they will be transferred to the available left over</p>

		vacancies by competent authority.
<b>12</b>	<b>Date of relief &amp; joining</b>	The persons who are transferred should be relieved from the present place of working on receipt of the transfer order and they should join in the new office where they are posted within the joining time, subject to such conditions as may be prescribed by the competent authority. Under no circumstances shall compulsory wait caused due to delayed joining, be sanctioned. Persons who are transferred based on their request application will not be eligible for TTA and joining time.
<b>13</b>	<b>Display of vacancies and names of the applications:</b>	<p>The following lists should be displayed on the Notice Board of the respective office and a copy of the same shall be submitted to the Commissioner, PR&amp;RE.</p> <ol style="list-style-type: none"> <li>1. The list of names of the persons who applied for transfer with entitlement points.</li> <li>2. List of persons who have completed maximum permissible service and are proposed by administration for transfer compulsorily.</li> <li>3. The office wise vacancy position shall be displayed. The resulting vacancies shall also be displayed visibly during counseling.</li> </ol>
<b>14</b>	<b>Display of transfers effected</b>	The transfers affected shall be displayed on the notice board of the Office concerned on the same day.
<b>15</b>	<b>Grievance redressal mechanism</b>	<ol style="list-style-type: none"> <li>1. A grievance against the orders of the competent authorities can be submitted to Commissioner, PR&amp;RE and such application should be submitted within 10 days of issue of order.</li> <li>2. All such grievances will be disposed off within 30 days from the date of receipt</li> </ol>

		of the application.
<b>16</b>	<b>Punishment for furnishing false information</b>	Anybody who has submitted false information and or certificates, and the officers who have countersigned such false information, shall be liable for disciplinary action in addition to prosecution.
<b>17</b>	<b>Punishment violating guidelines</b>	Any person who has issued orders in violation of these guidelines or instructions issued by Commissioner, PR&RE from time to time in the matter shall be liable for disciplinary action.
<b>18</b>	<b>Counseling process</b>	<p>(1) Persons who have applied for transfer will be given rank based on points awarded to them.</p> <p>(2) First, persons with preferential categories will be called for counseling in the order given under preferential category. Within preferential category, persons will be called in the order of their rank.</p> <p>(3) After preferential categories are over, other persons will be called for counseling in the order of their rank.</p> <p>(4) Persons who submitted application for transfer but failed to attend counseling or the persons who completed maximum permissible service period in the same office but did not apply for transfer, such persons will be considered at the end and they will be posted to left over vacancies by the competent</p>

		<p>authority at its discretion.</p> <p>In exceptional cases competent authority may permit his/her immediate family member to be present at the time of counseling and indicate choice on his/her behalf if person himself/herself is unable to attend counseling due to circumstances beyond his/her control. In such case, he/she must authorize his/her immediate family member in writing.</p> <p>(5) At the time of his/her turn for counseling, person can choose any vacant post available subject to his/her eligibility as per these guidelines.</p> <p>The candidates shall be graded rank wise. When ever the candidates choosing the places in respect of category I they shall choose IV category places only and after exhausting they have to go for category III and II subsequently. They shall not be permitted to choose from category I to category I.</p> <p><b>Once Employee is transferred on counseling system in other place he/she shall not be again transferred till the ban is lifted expect in cases of promotion disbandmentage of posts and on disciplinary proceedings.</b></p>
<b>19</b>	<b>Interpretation</b>	In case of doubt in interpretation of these guidelines, matter will be referred to Commissioner, PR&RE.
<b>20</b>		Counseling process shall be in the presence of their respective recognized Associations Office bearers two from each Association.

## **Transfer Request Application**

1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Date of Retirement	
5.	Gender	
6.	Marital Status	
7.	Native Revenue District	
8.	Native Revenue Division	
9.	Native Revenue Mandal	
10.	Date of Joining in the Department	
11.	Date of Joining in the Present Post in Present Office	
12.	Present Place working – Office address	
13.	% HRA drawn in the present office	
14.	Whether he/she is President or General Secretary At Division/State level of Recognized Association.	
15.	Whether spouse is employee of State Govt./Central Govt./ Public Sector Under taking /Local Body – Yes/No	
16.	State whether claiming special benefit under : Yes/No i. Physical disability (More than 75%) ii. Widow iii. Legally separated single women. iv. If he/she suffering with the following diseases viz., a. Cancer b. Heart – Surgery c. Neuro – Surgery d. Bone – TB e. Kidney Transplantation v. Having Dependent children with mentally retarded disability and under treatment vi. Having Dependent children suffering Juvenile Diabetes and suffering with holes in Heart by birth under treatment.	
17.	% of Target achieved	
18.	Whether preferential benefit utilized with last 10 years: Yes /No	

## **DECLATATION**

I, ----- hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief. I know that if any particulars are found to be incorrect on verification, I will be liable for disciplinary as well as criminal action. All the required certificates/documents in support of above facts are enclosed.

Signature  
Name of the applicant  
Designation  
Date

## **CERTIFICATE**

Certified that the particulars furnished by the applicant are verified with reference to certificates/documents/ Service Register of the individual and found correct.

Signature of the Head of the Institution  
Designation with Stamp

**Note: The person who has submitted false information or certificates and the officers who have counter signed the information will be liable for disciplinary action as well as criminal action.**